



Long Island Sound Study National Estuary Program
New England Interstate Water Pollution Control Commission (NEIWPCC)

REQUEST FOR PROPOSALS (RFP)

Development & Implementation of a Nonpoint Source Pollution and Stormwater Tracking Tool for Long Island Sound

March 22, 2019

The New England Interstate Water Pollution Control Commission (NEIWPCC), in cooperation with the Long Island Sound Study (LISS) Watersheds & Embayments and Water Quality Monitoring Workgroups, is inviting proposals to develop a Nonpoint Source Pollution and Stormwater Tracking Tool for Long Island Sound.

This is Phase II of the project. Under Phase I, completed in April 2014, a contractor evaluated existing BMP tracking and accounting tools to evaluate nutrient reductions from stormwater and urban and agricultural nonpoint sources. The Chesapeake Assessment Scenario Tool (CAST) was the recommended tracking and accounting framework most appropriate and feasible for the Long Island Sound (LIS) watershed. The objective of this RFP is Phase II: To develop and implement a tracking and accounting system to evaluate nitrogen reductions from stormwater and nonpoint sources (NPS), based on the recommendations of Phase I.¹ The ultimate goal of the tracking tool is to support long term evaluation of nitrogen reductions from stormwater and NPS in the watershed and allow for accurate assessment of progress toward meeting Total Maximum Daily Load (TMDL) goals.

This request for proposals (RFP) includes information on:

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¹ The Report from Phase 1 is available here:

http://www.neiwpc.org/neiwpc_docs/LISS%20Tracking%20System%20Final%20Report%20April%2030%202014.pdf

I. Overview

NEIWPCC is a not-for-profit interstate organization, established by Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

The Long Island Sound Study (LISS) is a member of the U.S. Environmental Protection Agency's (EPA) National Estuary Program and was recognized in 1987 as an Estuary of National Significance. EPA and the states of Connecticut and New York established and sponsor the LISS, a program to protect and restore the Sound, in partnership with universities, industry, citizen and environmental groups.

The funding for this RFP was awarded by the LIS Management Committee towards the goal of this RFP, which is Phase II: To develop and implement a tracking and accounting system to evaluate nitrogen reductions from stormwater and nonpoint sources (NPS), based on the recommendations of Phase I.²

II. Background

The Long Island Sound (LIS) is one of North America's most urban yet biologically diverse estuaries. Although the Sound is a resource of extraordinary productivity, it is under significant stress. The LISS' state and federal partners operate under an approved Comprehensive Conservation and Management Plan (CCMP) to restore and protect the Sound. The CCMP, first approved in 1994 and updated in 2015, identifies nitrogen enrichment as the primary contributor to eutrophication in the Sound, resulting in hypoxia.

The 2000 "Total Maximum Daily Load Analysis to Achieve Water Quality Standards for Dissolved Oxygen in Long Island Sound" was developed to address necessary nitrogen reductions to reduce hypoxia and meet water quality standards for LIS' intended uses. The TMDL called for a 10 percent reduction in nitrogen entering the Sound from NPS, including urban and agricultural sources.

The 2015 LISS CCMP sets as an ecosystem target under its Clean Waters and Healthy Watershed goal to "have practices and measures instituted to attain the allocations for stormwater and nonpoint source inputs from the entire watershed by 2025."³ The project in this RFP supports this goal via Implementation Action WW-9, "Develop a nonpoint source and stormwater tracking system tool for the Long Island Sound Watershed," and which is designated as one of the highest priority actions of the CCMP. The successful proposer should understand how this project supports the CCMP goals.

Relevant to this proposed tracking tool is information related to [Connecticut's MS4 general permit](#), issued in January 2016. Included in the permit is a clause that requires permittees to annually report "a listing and brief description (including, where appropriate, the address or latitude and longitude) of all BMPs within each Minimum Control Measure," among other reporting requirements. This tracking tool should support CT Department of Energy & Environmental Protection (CTDEEP) BMP reporting. Please see page 45-46 of the general permit for additional details. Further, New York State Department of Environmental

² The Report from Phase 1 is available here:

http://www.neiwpcc.org/neiwpcc_docs/LISS%20Tracking%20System%20Final%20Report%20April%2030%202014.pdf

³ "Clean Waters and Healthy Watersheds" in *Long Island Sound Comprehensive Conservation and Management Plan 2015*, p. 20-22: http://longislandsoundstudy.net/wp-content/uploads/2015/09/CCMP_LowRes_Hyperlink_Themes.pdf

Conservation (NYSDEC) is beginning an effort to develop a NPS database of nutrient management practices with an emphasis on the Chesapeake Bay and Lake Champlain watersheds. Other states within the LIS watershed have expressed a willingness to review the resulting tracking tool of this RFP for potential future implementation on a regional scale.

Tracking and accounting for reductions from traditional point sources (i.e. wastewater treatment facilities) is fairly straightforward, however, NPS and stormwater reductions are more challenging to track and therefore little information is available regarding reductions from these sectors. This project will establish a tracking tool to evaluate attainment of the TMDL's NPS category which includes all stormwater (from both urban and agricultural land) allocations, in support of long term quantitative TMDL evaluations, EPA's Nitrogen Reduction Strategy, CT DEEP's Second Generation Nitrogen Strategy, and NYS's Long Island Nitrogen Action Plan (LINAP). Gathering a detailed understanding of how accurate the developed tool is as part of the pilot project at full watershed scale is of interest to the LISS and NEIWPC.

Initially, the tool will be implemented in up to four total pilot communities in CT and NY (to be determined by NEIWPC in partnership with CTDEEP, NYSDEC, and the LISS Watersheds and Embayments Workgroup). Following a successful pilot, the tool should be able to track NPS and stormwater control projects in the five-state LIS watershed (CT, MA, NH, NY, and VT).

Additional Resources:

- LISS website for general information about the LISS program: <http://www.longislandsoundstudy.net>
- LISS 2015 Comprehensive Conservation and Management Plan: <http://longislandsoundstudy.net/2015/09/2015-comprehensive-conservation-and-management-plan/>.
- LIS TMDL: <http://longislandsoundstudy.net/wp-content/uploads/2010/03/Tmdl.pdf>.
- Report from Phase 1: http://www.neiwpc.org/neiwpc_docs/LISS%20Tracking%20System%20Final%20Report%20April%2030%202014.pdf
- Chesapeake Assessment Scenario Tool (CAST): <http://cast.chesapeakebay.net/>
- EPA's Nitrogen Reduction Strategy: <http://longislandsoundstudy.net/our-vision-and-plan/clean-waters-and-healthy-watersheds/nitrogen-strategy/>
- CT's MS4 permit: https://www.ct.gov/deep/cwp/view.asp?a=2721&q=558562&deepNav_GID=1654
- NY's LINAP: <https://www.dec.ny.gov/lands/103654.html>

III. Project Goal

This is Phase II of the project. Under Phase I, completed in April 2014, a contractor evaluated existing BMP tracking and accounting tools to evaluate nutrient reductions from stormwater and urban and agricultural NPS. The Chesapeake Assessment Scenario Tool (CAST) was the recommended tracking and accounting framework most appropriate and feasible for the LIS watershed. It is expected that the successful contractor for this request will develop and implement the CAST framework in the LIS watershed.

The objective of this RFP is Phase II: To develop and implement the CAST tracking and accounting system, based on the recommendations of Phase I, to evaluate nitrogen reductions from stormwater and nonpoint sources. The ultimate goal of the tracking tool is to support long term evaluation of nitrogen reductions from stormwater and nonpoint sources in the watershed and also allow for accurate assessment of progress toward meeting TMDL goals. NEIWPC is interested in implementing nitrogen reductions for waters not necessarily included in the TMDL, and this tool will be used to track NPS nitrogen reductions throughout the LIS watershed, including for example, LIS embayments. Further, the CAST-like tool should be able to account for new goals beyond the TMDL (such as the future milestone function within CAST). It is expected that the CAST-like tool will include a public facing web-

based component and allow for jurisdictions to evaluate different scenarios, and allow for a cost-benefit analysis, similar to the functionality that exists in CAST.

NEIWPCCC is seeking to contract with an entity that has specialized experience in NPS tracking and that possesses the technical expertise to build a functional, adaptive tool. The contractor should have local knowledge, relevant experience, and ability to perform the tasks outlined in this RFP.

IV. Scope of Work

This RFP is for the following services:

Project Tasks

1. *Develop Quality Assurance Project Plan for review and approval by EPA and NEIWPCCC staff*
2. *Data Collection & Analysis*
 - a. Obtain the required land cover data layers for the pilot sub-basin of the base year (e.g. 2017) data layer.
 - b. Build an inventory of urban and agricultural control measures installed since the tracking system base year.
 - c. Conduct an analysis of resources and time required to implement the tracking system across the entire LIS watershed and per state based on the sub-basin pilot. Identify accuracy of the pilot tool and data gaps, information, etc., that would improve accuracy. Specify the scale of accuracy (i.e. resolution of land cover maps, Hydrologic Unit Codes, State basin polygons).
3. *Adapt the CAST tracking and accounting system and apply it to the pilot watersheds*
 - a. Customize the tracking system, as needed, to serve as a LIS tracking system framework.
 - i. The CAST-like tool should include a public facing web-based component.
 - ii. The CAST-like tool should allow for jurisdictions to evaluate different scenarios, allow for a cost-benefit analysis, and other functionality similar to those that exists in CAST.
 - iii. Utilize a July 2017 baseline for the tracking tool to allow for the incorporation of the Connecticut MS4 nonpoint source evaluation reporting. Further, this baseline should include land cover and be able to account for changes.
 - iv. The accuracy of the tool, along with the scale of use and sensitivity should be addressed in the RFP response.
 - v. The scalability and usefulness in the full LIS watershed (including: CT, MA, NH, NY, and VT should also be addressed) in the RFP response.
 - b. Load the data and methods modules (baselines and nitrogen removal control measure calculations) into the tracking system.
 - i. Determine nutrient removal control measure calculations using peer-reviewed journal articles and other reputable sources. The selected contractor will assemble a Technical Advisory Committee (TAC), with input from NEIWPCCC and LISS. The TAC will review and approve coefficient recommendations and attenuation factors from the selected contractor. It is anticipated that several presentations and conference calls will be needed to finalize the calculations. All supporting literature and methodology will be made publically available along with the tool.
 - c. Host and publish the web-based tracking tool.
 - i. This tool should be built as a stand-alone application (e.g. [laravel](#)), preferably using the LAMP stack (linux, apache, mysql and php). It will be hosted on the LISS website. The Contractor is responsible for all layout/design, programming, and back-end functionality of the tool. A proposed maintenance and update plan should be included in the RFP response.

- ii. When the municipalities report their implemented BMPs, NEIWPCP expects that they will identify which BMPs, and any other projects and practices. This information should be reported through the National Environmental Information Exchange Network (NEIEN), but may be submitted in other formats. As we understand, NEIEN has been modified to allow for the identification of BMPs that generate nutrient trading credits and the location where the associated load reduction is applied, if any. NEIWPCP is interested in other reporting methods that are efficient and reproducible within the entire Long Island Sound watershed.
 - d. Demonstrate and share the tracking system for the pilot LIS sub-basin.
 - i. Collect and share feedback on the reporting process from the pilot communities.
- 4. *Create a Tracking Tool User Manual suitable for state staff, local officials, researchers, and other public users.*
- 5. **Technical transfer activities** including two in-person presentations and two webinars. Include suggested methods of automation in reporting and recording of practices.
 - a. *Of the four total presentations, one should be to LIS Management Committee and/or other workgroup(s) (up to one in-person presentation at a scheduled LIS Management Committee meeting and one web-based presentation). The remaining two presentations could be to other stakeholders or audiences.*
- 6. *Submit quarterly progress reports.*
- 7. *Submit an approved final report and all required deliverables.*

NEIWPCP, in cooperation with project partners, including a TAC and the LISS Watersheds & Embayments and Water Quality Monitoring Workgroups, will provide the selected contractor with the following supporting information and documentation:

- Established base year for land cover data and for control measure installation dates. As described above, the baseline shall be set at July 2017 or as close to this date as practical based on available data.
- NPS nitrogen export coefficients, attenuation factors, and rationale, as described above will be reviewed and approved by the assembled TAC.
- Selected set of urban and agricultural control measures to include in the tracking tool, will be reviewed and approved by the assembled TAC in conjunction with pilot program communities.
- Selected nitrogen removal efficient methods for each of the selected control measure types and documented rationale will be reviewed and approved by the assembled TAC.
- Staff support to connect or incorporate the final tracking tool into the LISS website.

Desired Outcome

Successful completion of the Project Tasks should result in the development and implementation of a NPS and stormwater tracking tool and quantitative assessment of nitrogen load reductions associated with NPS and stormwater BMPs for the selected sub-basin. See also **Section V.** for all required deliverables.

V. General Guidelines for Applicants

Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, or local government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions. Partnerships are allowed.

Schedule

The project should take no more than 14 months, with all final reports and paperwork received by July 31, 2020.

The schedule* for this RFP is as follows:

Proposals Due to NEIWPC	April 30, 2019 -12noon EST
Applicants Notified of Funding Decisions	May 17, 2019
Detailed Project Work Plans Due	May 24, 2019
Project Start Date	June 3, 2019
Expected Project Completion Date	July 31, 2020

*Schedule is subject to change.

Funding

There is a maximum of \$115,000 available for this project, and it is anticipated that one qualifying proposal will be selected. Proposals with budgets that exceed the identified funding cannot be considered. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement (NICRA) with their cognizant federal agency can charge indirect costs to projects based on their NICRA, but not to exceed 25% of the direct project cost, whichever is less. Where a contractor has a NICRA higher than 25%, the difference may be applied to match if allowable under NEIWPC's prime agreement with the funding entity. Documentation of the negotiated rate must be provided. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

Match

Although cost share or match is not required, projects providing non-federal cost share or match will receive favorable consideration over projects without cost share or match.

Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented.

Deliverables

The primary deliverables for this project will be the following:

1. Approved **Quality Assurance Project Plan**. See below for additional information about this deliverable.
2. **Web-based NPS (CAST-like) Tracking Tool** and associated data.
3. **Tracking Tool User Manual** suitable for state staff, local officials, researchers, and other public users.
4. **Project team calls and meetings** with NEIWPC and LISS workgroup(s), as needed.
5. **Quarterly reports** delivered to the NEIWPC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
6. Approved **Final Report** to include a summary report of all Tasks.

7. **Suggested methods of automation** in reporting and recording of practices. Collected **feedback** on the reporting process from the pilot communities.
8. **Technical transfer activities** including four presentations total (two in-person presentations and two webinars).

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager (See **Section IX. Contact Information**). All final reports are to be delivered in Adobe .pdf format upon approval by the project manager.

Quality Assurance & Quality Control Requirements

The NEIWPCC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental data operations (i.e., collection, analysis, and/or manipulation of environmental data). For projects that involve environmental data operations, the contractor will be responsible for developing the project QAPP and submitting it to EPA and NEIWPCC staff for review after the start of the contract period. NEIWPCC will provide guidelines for QAPP development. The QAPP must be approved by the EPA, the NEIWPCC Project Manager, and the NEIWPCC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include environmental data operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPCC and EPA QA officers. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwppc.org/our-programs/assessment-and-research/quality-management/> and <http://www.epa.gov/quality/qapps.html>.

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to the NEIWPCC Project Manager (see contact information in **X. Contacts**) by April 26, 2019 at 12noon.

Deliverables, Ownership, and Credit Due

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPCC shall be made available to NEIWPCC, LISS, and the U.S. EPA in the formats in which it is stored or maintained. NEIWPCC, LISS, and the U.S. EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCC, LISS, and U.S. EPA for any work completed under the grant award.

Geographic Information System (GIS) Data Requirements

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on

geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.

Surveys & Information Collection

This project is funded through a U.S. EPA Assistance Agreement with NEIWPCC. NEIWPCC cannot use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCC funds can begin. If the selected contractor is providing non-federal match for this project, these matching funds may be used to support the cost of designing and administering a survey without the development of an ICR if the funds are not being used to match NEIWPCC's agreement with EPA. NEIWPCC funds may be used for analysis of the survey data and publication of the results regardless of whether or not an ICR is completed.

Insurance Requirements

NEIWPCC requires its contractors to maintain workers compensation and liability insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

VI. Proposal Requirements

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budgets (both overall and task-based budget formats), (6) budget justification, (7) description of qualifications, and (8) letters of commitment or support. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

Cover Letter

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You acknowledge that funding is provided on a reimbursement basis.

Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwpc.org/about-us/working-with-neiwpc/>. The title page must adhere to the format provided in Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- Project Name: Use the exact project name as it appears throughout the proposal.
- Primary Investigator Name and Contact Information: Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- Financial Contact Name and Contact Information (if applicable): Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- Project Partners (if any): Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- Funds Requested: Provide the amount of money you are requesting from NEIWPCC for the project.
- Matching Funds: Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).

- Federal Tax Identification Number (FID)
- DUNS Number⁴: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCC with a DUNS number to comply with an administrative condition of NEIWPCC's EPA grant (individuals are exempt).
- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.
- Project Location Description (City, State): Provide the state and city where of the primary location where work will be completed.
- Project Location Coordinates (Latitude, Longitude): Provide the latitude and longitude coordinates for the primary location where work will be completed.
- Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to Long Island Sound. **The abstract must fit within the title page.**

Proposal Narrative

The proposal narrative must not exceed 10 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 10 page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project and its relevance to NPS and stormwater tracking needs in the LIS watershed. This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than June 30, 2020. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "March 5, 2012." Although the project start date is anticipated to be on or about June 3, 2019, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font.

Budget

The project budget must be provided in two formats:

First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for non-federal cost share or matching funds that

⁴ Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by project tasks as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

Qualifications

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature and facilitating successful working relationships with municipal and state government. Applicants must be able to demonstrate extensive experience in estimating load reduction from NPS and stormwater BMPs and should be familiar with CAST. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

Letters of Support

Projects undertaken in partnership with other organizations, particularly where the partner will provide a service or action must include support letters from each partner stating their specific commitments. If your project includes matching funds and the match is to be provided by partners, letters of commitment for the match from those partners must be included. General "letters of support" should not be included with the application.

VII.Submission Process

Proposals must be submitted by no later than **12:00 PM EST (noon) on April 30, 2019**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPC website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpc.org/about-us/working-with-neiwpc/contractor-proposal-submissions/> and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "NPS Tracking Tool_NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPC (mail@neiwpc.org) with the subject line "RFP Submission Confirmation" confirming your submission. For questions regarding submission of proposals, contact Richard Friesner, Ph.D., NEIWPC, rfriesner@neiwpc.org, (978) 349-2506.

VIII.Proposal Evaluation Process

NEIWPC will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEIWPC will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Complete and eligible proposals will be reviewed by a panel composed of scientists and managers from LISS partner agencies.

Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

1. **Addresses Desired Outcome (0-25 points).** Degree to which the proposal can accomplish the desired outcomes. Clarity and measurability of deliverables/outputs within specific and reasonable time frame(s), including relationship of expected results/benefits to addressing this RFP's topic and improving management of LIS.
2. **Technical Merit (0-25 points).** Adequacy of the proposed methodology, project design, and/or technical approach to accomplish stated project objectives. If appropriate, inclusion of a technically valid, specific performance assessment plan describing measurement and reporting of outputs and outcomes.
3. **Performance Capability (0-20 points).** Ability of the applicant to accomplish the proposed project on schedule with quality, given its history of past performance, experience, qualifications, facilities, and resources.
4. **Appropriate and Cost-Effective Budget (0-10 points).** Proposals with costs up to \$35,000 will be considered, but cost and the relative value of work products will be a factor in evaluating submissions. Adequacy of the proposed budget to accomplish objectives and adequacy of justification in explaining the need for resources for this project. If reviewing similar projects, is this project cost-effective compared with other similar projects under review? Indication of leveraged funds from other organizations? Provision of matching non-federal funds?
5. **Transferability of Results to Similar Projects and/or Dissemination to LISS Program Partners (0-10 points).** Transferability of project results to the LISS program partners and the LIS TMDL workgroup for use in future efforts. If applicable, inclusion of a public outreach or public education component that documents and/or distributes results of the project to the appropriate audience or summarizes data for LISS distribution.
6. **Coordination with Ongoing Efforts (0-10 points).** Degree to which the project builds upon existing efforts. Demonstration of knowledge of similar efforts occurring in the LIS watershed.

IX. Notification of Awards

Award notification to applicants is expected by May 17, 2019. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties. If your project includes environmental data operations, this work may not begin until the QAPP is approved. NEIWPCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

X. Contacts

NEIWPCC will accept questions about this RFP by email or phone through April 26, 2019 at 12noon.

For information regarding the application process, contact:

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